

Business Development & Marketing Assistant – Manchester – Permanent position

A unique and rare opportunity has arisen at Manchester & Cheshire Construction Company for a Business Development and Marketing Assistant to take responsibility for improving and maintaining the company's marketing efforts and ensuring a continual flow of tenders and opportunities from new and existing clients. The ideal candidate will also ensure that the company has a consistent and uniformed sales and marketing message through all its documentation and communications, both internally and externally.

MCC is one of the North West's leading Construction contractors who work on prestigious projects across a variety of sectors which includes Heritage, Education, Hotels, Leisure, High-End Residential and Commercial. Our services include internal and external refurbishments, structural alterations and new build.

This award-winning company are experiencing high-level growth and have a track record for employing and recognising talent.

The company is a people-based business and have built a reputation for quality, long-term relationships, principles, ethical practices and repeat business.

Your roles and responsibilities will include the following:

We are looking for an experienced and reliable Business Development & Marketing Assistant. You will be responsible for improving and maintaining the company's marketing efforts and ensure a continual flow of tenders and opportunities from new and existing clients. You will also ensure the company has a consistent and uniformed sales and marketing message through all its documentation and communications, both internal and external.

Responsibilities

Business Development

- Monitoring the company portal and press for any potential opportunities and following them up
- Contacting existing clients and potential new clients and arranging sales meetings for directors and attending meetings when required
- Completing the tender enquiry forms via the tender enquiry process and updating master tender enquiry tracker
- Management of Insightly tool; adding new opportunities, contacts and completion of tasks and assignment of tasks
- Attend relevant construction events which can also include inviting other relevant members of team

Bid Writing (Project & Framework)

- Assisting with the bid writing process for individual projects including attending site visits.
- Assisting the preparation of framework bids including attending / carrying out presentations.
- Complete all PQQ and Contractor Questionnaires
- Complete the Quality sections of the ITTs and liaise with all relevant parties
- Submit completed tender documents
- Keep the Bid library archive updated
- Keep the Bid information sections updated (i.e. policies)
- Providing insurance renewal information to clients on request
- Good knowledge of Adobe Indesign desirable.

Marketing

- Actively market all Projects; Case Studies, photos, social media, Constructionline, customer recommendations
- Management of press releases.
- Organising client and company events.
- Organising events and initiatives to increase the company's profile.
- Entering the company for awards.
- Managing the company website and social media forums.
- Managing our Constructionline profile including providing information and regular project references.
- Overseeing the company's project O&M, H&S and Environmental documents and ensuring all are of a high standard which presents the company in a good light

Requirements

- 5 years + proven experience in similar roles
- Tech savvy with social media and website management
- Excellent organisation skills
- Ability to work to tight deadlines
- Outstanding communication and interpersonal abilities
- Excellent knowledge of MS Office
- Business Development or Marketing qualification preferred